

Alternative Education On-site Monitoring Visit Rubric

Reviewer: Sue Foxx

Date: 9/27/07

Alternative Education Program: Fresh Start
School Corporation: Jennings County Schools

Contact Person: Angie Donnell/ Steve Dickerson
Phone: 812-346-2905

Alternative Education Programs will be required to share documentation for each component during the site visit. If documentation is not available on-site, the alternative education contact person will be required to submit documentation to the IDOE within seven (7) days of site visit completion. Programs will be given an Unsatisfactory or Satisfactory for each component. Programs receiving an Unsatisfactory for any component will be required to address those issues in order to remain an approved program.

COMPONENT	DOCUMENTATION SUGGESTED	DOCUMENTATION PROVIDED	S	U	COMMENTS
Corporation and Community Support	-Board minutes -Letters of support -Joint agreements -Newspaper articles -Advisory Group list	Board minutes Newspaper articles	X		Superintendent and board support the program. Media coverage of new programming. Work One and Community Outreach for Youth collaboration
Alternative Education Components	-Curriculum -Instructional Methods -Scheduling -Engagement strategies -ISP -Grant application	PLATO/curriculum packets JCEC daily schedule Course packets Modified schedule Individual Service Plan Grant	X		Curriculum reviewed by corporation to ensure rigor and alignment to standards. Block schedule (white/blue) Academic work is individualized and self-paced. 80% mastery required for assignments/assessments. Dual enrollment at Ivy Tech as appropriate. Archery and orienteering taught by conservation officer. Students complete a Career Interest Inventory. HS students may participate in vocational classes or other electives at HS. Individual Service Plan meets requirements.
Small positive learning environment for students/staff	-Staff & Student roster -Prof. development plan -School Improvement Plan -Advisor/Advisee programming Staff meeting agenda	Rosters provided Professional Dev. Plan Staff meeting agenda Mutual Respect Rubric	X		Teacher student ratio appropriate. Ruby Payne training scheduled for corporation. Teacher acts as a facilitator. Professional Development Plan same as corporation. 30 minute 'Family Time' to discuss issues and work on life skills. Counselors contact students frequently. Lunch served onsite. Program will conduct a walk-through using a Mutual Respect Rubric.

On-site Observation Components

During the site visit, IDOE personnel will visit sessions to observe lessons being provided. IDOE reviewers will be looking to see that actual programming matches descriptions that were provided in the grant application; that students are spending an appropriate amount of time on task; that instruction is clear and understandable; and that instructors seem knowledgeable about lesson content and alternative strategies. Each program will receive a mark of “Satisfactory” (S) or “Unsatisfactory” (U) for each component. Programs receiving a “U” in any component will be required to address deficiencies.

COMPONENT	DATE	S	U	COMMENTS
Programming matches description in grant application.	9/27/07	X		Programming matches the description in the New Program Proposal and serves MS/HS. Combination of packet and computer-based programming with licensed teachers implementing the curriculum.
Students appear engaged.	9/27/07	X		Observed HS students sharing autobiographical poems in their English course. Poem allowed for individual expression but was structured to help students with the organizational component. Students were shy about sharing so teacher gave an option of reading them anonymously. MS classroom had already finished work and were playing cards as a reward.
Location supports a positive learning environment.	9/27/07	X		Program operates out classrooms at the Education Training Center that houses Ivy Tech and Adult Education. This allows for collaboration with these programs as appropriate.
Teachers appear knowledgeable and caring.	9/27/07	X		English teacher was energetic and kept students engaged. Interaction with students was positive and encouraging. Direction was given when needed. MS teacher had finished lesson but worked to keep order and followed up with individual student concerns.

Compliance Components

The following information is rated “Compliance” (C) or “Non-Compliance” (N-C). Selected documentation must be provided as part of the site visit monitoring. The alternative education contact person listed for each program will be contacted about documents, policies, or descriptions that will be required for the compliance components. Documentation can be submitted prior to or at the visit. Failure to provide documentation will result in removal from the approved program list.

COMPONENT	SUGGESTED DOCUMENTATION	C	NC	COMMENTS
Policies & Procedures	-Student Handbook -Entrance/Exit Criteria	X		Follow handbook for sending schools. Criteria listed in New Program Proposal. Administrators refer students on recommendation of teachers/counselors. An entrance meeting is held with the student and parent. A transition meeting will be held prior to the end of the placement.
Staff Qualifications and Employment by Corporation	-Licenses (Teacher, Administrator, Social Worker, Counselor) -Documentation from HR dept. -HQ document	X		Licensed teachers are employed by the corporation. They act as a facilitator for packet/computer-based courseware and teach areas of licensure.
Health and safety laws and regulations	-Safety plans and/or records -Physical location description and/or Department of Health documentation -Evacuation plans -Student release policies -Transportation policies (as applicable)	X		Located in Education Training Building with Ivy Tech and Adult Education. Safety plans/drills for facility. Transportation provided.
Financial viability	-Other Grants applied for/received -Description of how last alt ed distribution funds were spent -Description of corporation 1/3 match.	X		Rural Development Grant United Way provides some funding Dollar General grant for literacy (reading buddies). Church group does \$50 a month for extras. Budget exceeds required match and allocated primarily to staff, technology, and materials.

2 Hour Session/ School Day	-School schedule	X		Schedule shows teacher assignments and block schedule. HS students attend a ½ academic day with ½ in work/ vocational area or electives at HS. MS is full day program.
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